

ROLE AND RESPONSIBILITIES DESCRIPTION

MEETINGS SECRETARY

The Meetings Secretary is a Principal Officer of BIA Council.

The British Infection Association's meetings are the main public face of the Association, and have been extremely successful over the first 4 years of the organisation's history.

The annual Spring Scientific Meeting is our main Association event, and is a well-established and growing feature on the infection calendar.

BIA also takes a major part in organising the Federation of Infection Societies meetings, taking the lead role in 2014 and supporting the host society in 2013.

The Meetings Secretary is responsible for the planning and organisation of these meetings, working with the secretariat to organise the logistics of the meetings, deciding on format and content, inviting and arranging speakers, also working with the Scientific & Research Secretary to develop scientific content.

Applicants must have some academic background (although need not be in a formal academic post) and have experience of organising scientific meetings at least at a local level. They will also need to demonstrable organisational and networking skills.

The term of office is 3 years and the post is elected from among the general membership of the Association.